



# VOLUNTEER OPPORTUNITY

**Position Open:** Friday, December 18, 2009 until sufficient applications received.

**Position Title:** CITY COUNCIL OFFICE VOLUNTEER INTERN

**Department/Division:** City Council

**Worksite Address:** 20 E. Main St.

**# Hours/Week:** 10 - 20 hours per week.

**Days of Work Week:** Flexible schedule

**Start/End Hours:** Monday - Thursday

**Position Description:** The City Council Internship Program exposes undergraduate students to career opportunities in local government while allowing them to develop and strengthen professional skills in a work environment conducive to their education. Interns will gain valuable experience in a professional city government environment as they fulfill essential duties to maintain the City's level of services to residents. Students will assist with projects consisting of writing, media relations, planning, research, and community outreach. Whenever possible, internship projects will be tailored to meet the specific interest of a district.

**Qualifications:** Students must be able to assume significant responsibility and work independently. Students must be able to verbally communicate on a variety of issues that require considerable discretion, judgment, and tact. Must possess good writing skills, and have a basic computer background in Microsoft Office programs. The ability to collect, organize, and analyze data for Councilmembers.

To participate in this unique internship opportunity, undergraduate students must be currently enrolled or accepted into an undergraduate program and students must be enrolled in a college or university. For additional information, please contact City Council Assistant Charlotte McDermott at (480) 644-5294 or e-mail [charlotte.mcdermott@mesaaz.gov](mailto:charlotte.mcdermott@mesaaz.gov); reference City Council Internship Program.

**Application and Selection Process:** Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources or from our website. Applications will be reviewed and individuals may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

**APPLY:** CITY OF MESA HUMAN RESOURCES  
MESA CITY PLAZA  
20 E. MAIN STREET, SUITE 130  
MESA, AZ 85201

**MAIL APPLICATIONS TO:**  
CITY OF MESA HUMAN RESOURCES  
P. O. BOX 1466  
MESA, AZ 85211-1466

**Website:** [www.mesaaz.gov/jobs](http://www.mesaaz.gov/jobs)  
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759  
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values, and welcomes diversity in our workforce.  
To this end, we encourage all interested people to apply.**